ELECTRONIC RECEIPTING SYSTEM*****This system replaces the paper receipt books. Receipt books may still be used when access to a computer is not available.

Employees may log in using their CU user name and password at:

https://receipts.app.clemson.edu/

After logging in you will see the below with the options: Issue Receipts & View Reports. The Void Receipts option will only be visible if you have authorization to void receipts.

Click on your desired function: **Issue Receipts or View Reports**
Select In person payment or mail in payment

Complete all fields marked required. Please note that Customer name (individual) or Company (Business) name are required. This means that one of the fields must be filled in, **not both**.

If your customer requests that a copy of the receipt be emailed to them, you should enter the email address for the customer in the box “customer Email”, the option to email will auto populate at the bottom of the receipt and you should click in the box email to customer. You also have the option to mail a copy of the receipt to yourself and to print a copy of the receipt for the customer by selecting the desired box.

Payment Details: Enter information to describe what the payment is for. Examples: Invoice number, Conference Registration (Conference name), T-shirt sale, Soil sample. For security purposes, do NOT enter credit card numbers.

Click submit after you have entered all the required information for the receipt. Your receipt will be in sequential order with your department number first. Example: 5314-1, 5314-2, 5314-3 etc........

Sample copy of receipt below

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**Thank you for your payment!**

**Your Clemson University Receipt**

<table>
<thead>
<tr>
<th>Receipt Number: 5314-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid To Department: 5314 Cash and Treasury Services</td>
</tr>
<tr>
<td>Customer Name: Sarah</td>
</tr>
<tr>
<td>Paid With: Check 1115</td>
</tr>
<tr>
<td>Receipt Amount: $25.18</td>
</tr>
<tr>
<td>Payment Details: Dept Petty Cash advance QB 1553 partial payment</td>
</tr>
</tbody>
</table>
**View Reports**

To search for previous receipts, click View Reports

![Receipt Report](image)

You may search “All Receipts” by clicking “All Receipts”, then click on the Search button. Your results may be downloaded to an excel spreadsheet by clicking “Download” in the top right corner. You also have the option to search for a specific receipt by selecting any of the below filters and entering your search by detail.....

- Department Number
- Receipt Amount
- Check Number
- Payment Type
- Name –for Individual or Company Name
- Receipt Numbers**
- By Date(s)

**If searching by receipt number, you will need to enter the Department number in the Department Field and the sequential number in the number field

**How to Void a Receipt (option only visible for use by a Supervisor)**

***Supervisors must login to the CR System initially in order to be given access to void receipts. Log in to the system and then send an email to Gail Winchester at gailg@clemson.edu requesting access to void receipts. After access has been granted, you will see the option “Void Receipts”

Click on “Void Receipts”
Search for desired receipt.

Search Receipts

Department Number  Receipt Number  Receipt Amount  Check Number
First Name  Last Name  Start Date  End Date
Customer Email  Payment Type  Company

Select desired receipt, and click the red VOID button.

53145  2018-05-02  Target  $100.00  check  15589  View Details +  obradly@edmon.edu  obradly

Click Ok to void or cancel to leave the void option.

Are you sure you want to void this receipt?

OK  Cancel

You must enter a reason for void, then click void receipt.
<table>
<thead>
<tr>
<th>Receipt Num</th>
<th>Date</th>
<th>Payer</th>
<th>Amount</th>
<th>Payment Type</th>
<th>Check Number</th>
<th>Details</th>
<th>Email</th>
<th>Username</th>
<th>Voided</th>
</tr>
</thead>
<tbody>
<tr>
<td>5314-1</td>
<td>2019-03-06</td>
<td>Gail Winchester</td>
<td>$100.00</td>
<td>check</td>
<td>1215</td>
<td>View Details +</td>
<td><a href="mailto:galg@demson.edu">galg@demson.edu</a></td>
<td>galg</td>
<td></td>
</tr>
<tr>
<td>5314-2</td>
<td>2019-03-06</td>
<td>Gail Winchester</td>
<td>$10.00</td>
<td>check</td>
<td>0027</td>
<td>View Details +</td>
<td><a href="mailto:galg@demson.edu">galg@demson.edu</a></td>
<td>galg</td>
<td></td>
</tr>
<tr>
<td>5314-3</td>
<td>2019-03-07</td>
<td>Gail Winchester</td>
<td>$15.00</td>
<td>check</td>
<td>2348</td>
<td>View Details +</td>
<td><a href="mailto:galg@demson.edu">galg@demson.edu</a></td>
<td>galg</td>
<td></td>
</tr>
<tr>
<td>5314-4</td>
<td>2019-03-07</td>
<td>Gail Winchester</td>
<td>$25.00</td>
<td>check</td>
<td>3498</td>
<td>View Details +</td>
<td><a href="mailto:galg@demson.edu">galg@demson.edu</a></td>
<td>galg</td>
<td></td>
</tr>
<tr>
<td>5314-5</td>
<td>2019-03-02</td>
<td>Target</td>
<td>$100.00</td>
<td>check</td>
<td>15689</td>
<td>View Details +</td>
<td><a href="mailto:cbroadly@demson.edu">cbroadly@demson.edu</a></td>
<td>cbroadly</td>
<td>Y</td>
</tr>
<tr>
<td>5314-6</td>
<td>2019-07-24</td>
<td>Smith Sarah</td>
<td>$137.00</td>
<td>check</td>
<td>1825</td>
<td>View Details +</td>
<td><a href="mailto:saraham123@gmail.com">saraham123@gmail.com</a></td>
<td>galg</td>
<td>Y</td>
</tr>
</tbody>
</table>